

**INSURANCE DEPARTMENT
JOB OPPORTUNITY
OFFICE ASSISTANT
Licensing Unit**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 153 Market Street, Hartford, CT 06103

Job Posting No: 9153

Hours: Full-time (40 hours per week)

Salary: \$37,429 - \$49,108 (CL 13)

Closing Date: **December 22, 2011**

The Connecticut Insurance Department is anticipating an Office Assistant position for the Licensing Unit. This position will be responsible for processing address changes, license applications, scanning, phone coverage, filing, opening, sort and distribute mail, provide customer service for Producers and Agents, and post incoming license applications and renewal checks.

Eligibility Requirement:

Candidates must have applied for and passed the **Office Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions

General Experience: Two (2) years' general clerical work experience

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience

Special Requirement: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (state application form CT-HR-12 may be accessed at: (http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.) Be sure to include the job posting number **9153** on your application package and send it to the address below by the closing date noted above.

CONNECTICUT INSURANCE DPARTMENT
P.O. Box 816, Hartford, CT 06142-0816
Overnight mail: 153 Market Street, 7th floor, Hartford, CT 06103
FAX (860) 297-3836
E-mail: Carmen.b.hernandez@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.